

DVEOM-201

LEADERSHIP SKILLS AND PERSONALITY DEVELOPMENT

D. Voc. (Soft Skill & E-office Management)

Second Semester Examination, 2021 (Winter)

Time : 2 Hours]

Max. Marks : 100

Note : This paper is of Hundred (100) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein.

SECTION-A

(Long Answer Type Questions)

Note : Section 'A' contains Five (05) long answer type questions of Twenty six (26) marks each. Learners are required to answer any Two (02) questions only.
(2×26=52)

1. (a) Why personality development is key to success?
Explain. [14]

- (b) What is the role of Emotional Intelligence in work place? Explain. [12]
2. (a) Briefly explain the 'Big- Five' model of personality. [14]
- (b) "Good Habits are fundamentals to living a successful life". Explain in your words. [12]
3. (a) What do you mean by stress? How to manage stress in workplace environment? [14]
- (b) What is Zeigarnik effect? How it is affective in breaking bad habits? [12]
4. (a) Explain various schemes of skill development by govt. of India. [14]
- (b) What are the different ways to develop personality? [12]
5. (a) Why life skills are key to success? Explain. [14]
- (b) What do you mean by Vocational education? [12]

SECTION-B
(Short Answer Type Questions)

Note : Section 'B' contains Eight (08) short answer type questions of Twelve (12) marks each. Learners are required to answer any Four (04) questions only.

(4×12=48)

1. (a) How leadership differ from managerial activities?
Explain. [6]
(b) What are the characteristics of soft skills? [6]
2. (a) Define conflicts. Explain the various stages of conflict. [6]
(b) What are the compelling qualities of a good leader?
Explain. [6]
3. (a) Why work ethics are required? Explain. [6]
(b) List the benefits of ethics in the workplace. [6]
4. (a) What is SWOT analysis? Where it is used? [6]
(b) Write a note on self-management.
5. Briefly explain the different leadership theories. [12]

6. Explain the various types of conflicts. Also define the conflict resolution techniques. [12]
 7. What are the team-building skill? Write the step to team development stages. [12]
 8. What are the challenges of skilling and entrepreneurship in India? Explain. [12]
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